

Board Study Session & Business Meeting (Tuesday, February 10, 2015)

Generated by Shelley R Shelton on Wednesday, February 11, 2015

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Staff present

Keith Rittel, Superintendent; Ray Morgan, Asst. Supt.; Stefanie Bryant, Business Administrator; Dr. Gary Wall, Exec. Director of Human Resources; Gary Wilson, Executive Director of Student Services; Alex Judd, Executive Director of Elementary Education; Shelley Shelton, Executive Assistant

Guests

Mark Wheeler, Facilities Director; Morgan Anderson, Special Programs Director; Chad Duncan, Technology Director; Tina Fluehe, District Purchasing Agent; Christy Giblon, Kathy Giles, Provo Education Association; Susan Gurule, Lisa Pulver, Education Support Professionals; Chris Chilcoat, Timpview High Asst. Principal; Boyd McAfee, Provo High Asst. Principal; Charity Williams, After-School Programs; PHS and THS teachers/activity advisors.

Meeting called to order at 5:06 PM

1. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Student Travel Requiring Board Approval

Centennial Ballroom Dance Team to Anaheim, CA. Teacher Kim McIntire answered questions from board members.

Supt. Rittel indicated the board is comfortable with approving limited middle school trips that occur after school is out for the summer, as this trip is.

- Venues of this magnitude are no longer available within Utah.
- Approximately 24-30 students will travel; fee waivers will apply, including for the Disneyland component.
- Students will participate in fund raising activities. Sponsors will also assist with a portion of the expenses.
- Business Administrator Stefanie Bryant will consult with Risk Management regarding the district's liability in students staying with host families. The board will approve conditionally, contingent upon approval from Risk Management.

THS Student Government to Washington DC. Teacher Cassidy Baker reviewed the proposed trip and answered questions from board members.

- The trip will take place during spring break; no school will be missed.
- This is an annual trip.
- State Travel will be used for all travel arrangements.
- No students applied for fee waivers. Five students are fund-raising.

THS Track & Field to CA. Asst. Principal Chris Chilcoat answered questions from the board.

- Anywhere from 6-15 qualifying student athletes who meet certain criteria will make the trip during the latter part of spring break.
- Academic requirements must be met.
- Qualifying students will be driven by their parents.
- The track & field budget will cover the cost of any fee waivers.

THS Cheerleaders to Anaheim, CA. Coach Valerie Gardner answered questions from the board.

- This is an annual qualifying trip to participate in national competition.
- Most parents will attend as chaperones.
- This trip is shorter than the same trip taken in previous years.

THS Ballroom Dance to Idaho Falls, ID. Teacher Brian Burtenshaw answered questions from board members.

- This is a competition trip that's been taken nearly every year.
- No cost to students; expenses will be covered by the program budget.
- Approximately 12 students will be traveling.
- Volunteer drivers will be required to take the Risk Management course / test.

THS Marching Band to St. George & Henderson, NV. Teacher Jared Hearld answered questions.

- The trip is scheduled for the end of Oct. / beginning of Nov.
- Possible rehearsal stops will be made along the way with clinic
- Students will have the opportunity to play in front of nationally recognized judges.
- This is the only trip for this group this year; the trip is generally taken every other year.

THS Concert Band to NYC. Teacher Jared Hearld answered questions from the board.

- In the past the band has gone to Pearl Harbor and Normandy.
- This trip would include performing for first responders - NYFD, NYPD and military - with concerts near the 911 Memorial and museum and other sites.
- Every student who wants to go will be able to if academic and rehearsal requirements are met.
- There will be at least one chaperone for every 10 students.
- Mr. Hearld will look at cost comparisons for taking vs. renting large instruments.

PHS Ballroom Dance to Long Beach, Catalina Island and Ensenada, Mexico. Teacher Angela Williams was present to answer questions.

- Took the trip six years ago; following two dress rehearsals, students put on two shows on the ship as well as a show at the Catalina Island port of call. Students must learn life skills including the social aspect of ballroom dance and formal etiquette.
- Many seniors are of Hispanic descent; this will be a good cultural educational experience.
- Business Administrator Stefanie Bryant and Angela have corresponded about the Mexico component. Students in groups of 4 or 5 will disembark in Ensenada with their chaperones. There's a flea market right on the dock, making it optional to go into the city itself.
- Angela will need to get extra insurance since Risk Management will not cover out-of-country travel.

PHS Percussion to Denver, CO

- This trip will replace the previously approved trip to Anaheim, CA.

PHS Cross Country to Walnut Creek, CA.

- This is an annual trip for qualifying students.
- There were no questions from board members.

Two additional items from Supt. Rittel:

- A December basketball trip request from Provo High was submitted late Monday afternoon (after the submission deadline) and was not included in the board packet. It will be reviewed during the Sept. 8 study session.
- Over Christmas break Mayor John Curtis and a delegation from Taiwan met with Supt. Rittel and Student Services Exec. Director Gary Wilson regarding a proposal to send a group of Wasatch Elementary 6th graders to Taiwan. Supt. Rittel has not seen the formal proposal yet but will provide the board with additional details when he has them.

D. Policy Review

Policy 3510 Student Activities - Gary Wilson, Exec. Director of Student Services, reviewed the following background information:

- The policy/procedure/Code of Conduct are related to student involvement in *any* extra-curricular activities at the school and cover *anyone* who wears a school logo - uniform, club shirt, etc. The policy and procedure back up the Code of Conduct.
- Assistant Principals Boyd McAfee and Chris Chilcoat met with Mr. Wilson and the Athletic Directors from each high school over the past five-six months.
- A student Code of Conduct is associated with the policy. In the past there was either an absence of a district-wide code of conduct or schools wrote their own. It outlines expectations that students are to be role models and lists potential consequences if the policy and code of conduct are not followed.
- Most consequences listed in the Code of Conduct are from the Utah High School Activities Assoc. (UHSAA) guidelines. Others were agreed upon by the two assistant principals and athletic directors.
- Beginning in the 2015-2016 school year, athletes and parents will be required to sign the Code of Conduct.
- Items 9-17 list the expectations for all students involved in extra-curricular activities. The same paragraph is found in the policy.
- Gary reviewed the background on the guidelines for academic as well as game eligibility.
- Student Services is working on a code of conduct for fans/spectators.
- Administrators are ultimately held responsible for whether or not a student plays.
- The district is not held to the standard a court is held to regarding a student's unlawful behavior, rather the district is held to the standard of what is disruptive to the educational environment of the school.

Board feedback:

- It was recommended that clarifying language be added for #9 stating exceptions, i.e., "Exceptions can be made by school administrators." Mr. Wilson will work on language options.

The policy and procedure will be approved in the following business meeting. The Code of Conduct will continue to be worked on.

Gary will bring in middle school reps to share middle school perspective.

Member Murray was excused at 6:01 p.m.

Policy 4025 Instructional Resources: Copyrighted Materials

- Guides educators' use of copyrighted materials and is based on U.S. copyright law. It establishes a basic understanding of what teachers are to do.

Board feedback:

- Member McKay Jensen recommended the district library and media coordinator read *Copyright Clarity* by Renee Hobbs.

Policy 4331 Controversial Issues and Guest Speakers

- The policy is based on Utah School Boards Association (USBA) language and addresses occasions where a teacher/school might look into curriculum support materials that may be controversial.

Policy 4405 Assessment: Opt-Out of State Testing

- Parents can opt-out of state-required testing for their student. The policy does not apply to district interim testing.

Policy 5060 Student Teachers and Interns

- The state is amending the student teacher and intern requirements; universities are beginning to implement new requirements.
- Universities will be required to supervise / mentor more closely.
- Does not include counselor interns; applies only to classroom teachers.
- Procedures will be forthcoming.

Policy 6211 Purchasing Card

- The policy is extracted from the existing procurement policy and made its own policy.
- Principals are not to let secretaries use the principal's P-card without direct supervision.

Policy 7210 Regulation of Dangerous Weapons on School Grounds (Guests)

- The existing concealed weapons policy has been reformatted; re-posted on web site.
- Uses USBA boiler-plate language, is closely tied to state law and has been reviewed by Risk Management, who suggested any reference to pepper spray/mace be pulled.

E. PHS Architect Fee

A Statement of Interest & Qualification (SOIQ) was posted on the district website to obtain architect qualification statements. Seven statements of qualifications were received; a committee of 7 members was formed to review the architect submissions. The committee narrowed the field to 4 architects to interview. One of those architects declined and the remaining 3 were interviewed by the committee. Each architect was provided the criteria for the selection process, and a scoring matrix was used to determine the best qualified candidate. FFKR was chosen, and a 5% fee was negotiated based on the construction.

F. Budget Approvals

The original budget for E-school was built using enrollment projections of 1700 students. Oct 1 enrollment counts were 2400; budgets need to be adjusted accordingly.

E-school increase: The district budgets are approved by the Board in June for the upcoming school year. Those budgets are built using enrollment projections and are adjusted accordingly when Oct 1 counts and state funding are known. E-school budgets were not adjusted after Oct 1 counts were obtained as the finance department held off until additional cost per student information was available. The vendor cost per student ranges from \$2732 to \$2850 for those students enrolled by the partner vendors. E-school went from having approximately 49% of e-School students provided by vendors last year to just under 88% provided by vendors this year. The total additional budget requested to cover vendor costs is \$2,800,000.

At-Risk Student program increase: This is restricted funds; the requested use of carry over funds is \$130,000 to continue to pay for two salaries for elementary social workers.

G. Consent Calendar Review & Questions

H. Upcoming Calendar Items

Miscellaneous information items:

- Easter Basket Auction is Mar. 26. Board members will contribute a gift card basket. Cards need to be given to Michelle Kaufusi by Mar. 7.
- Asst. Supt. Ray Morgan updated the board on a posted parent meeting for Secondary Dual Language Immersion on February 24 at 7:00 p.m. in the PDC. Board members were also informed of the Utah State Secondary Dual Language Immersion newsletter, which can be found at <http://provo.edu/wp-content/uploads/2015/02/02102015-provo-dli-secondary.pdf>
- Supt. Rittel announced the appointment of Becky Thomas as the new principal at Westridge Elementary school. Becky is a former Westridge student, middle school teacher and district instructional coach. Chris Sorensen, former elementary school principal and retired Nebo District Superintendent, will act as the interim principal and mentor for Ms. Thomas for the remainder of the 2014-2015 school year. Ms. Thomas will assume the position July 1, 2015.
- Member Poulsen reported some parents have expressed concern over the different weekly early-out schedules for elementary and middle schools and the resulting difficulties for families.
 - Asst Supt. Morgan suggested a community survey might be considered for parent input.
 - Bus transportation issues would need to be considered.
 - It was suggested the board consider revisiting the possibility of switching the morning start times between levels, having high school start last.

- The sale of the bonds is tentatively scheduled for Feb. 26. Board members will be given more details once the date and time are finalized.

I. Motion to Adjourn

I move we adjourn the study session.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

The study session was adjourned at 6:40 p.m.

2. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

Member Taz Murray was excused.

C. Opening Remarks: President Julie Rash

D. Presentation of Colors and Pledge of Allegiance: Independence High School Army JROTC

3. Community Connections

A. School Report: Independence High School; Lani Quisenberry Steadman, Principal (see attached)

Talking points of the presentation included:

- Mission Statement
- Demographics
- Activities and Student Involvement:
 - Partnership with Spring Creek
 - Blood drives
 - Students wrote ABC books and read them to elementary students
 - Staff/student games
 - Student Art Show
 - Food Pantry in partnership with Provo Elks Lodge
 - between Apr. 28 and Feb 2, 2015 there had been 1391 visits; 7067 family members benefited; warm clothing now available
- Positive reinforcement for students, faculty and staff
- Academics
- Enrollment - 289 students
- Summer School
- Tardy Procedure Effectiveness
- Percentage of credits earned by grade level 2013-2014; 2104-2015
- Strategies for Improvement

- Challenges
- Points for Consideration

The board expressed appreciation for the school's effort to be innovative and reaching out to the community.

Board feedback:

- Are there formal meetings with police, social workers, etc.?
 - Police dept. meeting once a month; at-risk team meeting weekly
- If Lani could ask for anything from the board, what would it be?
 - Space for Youth in Care (YIC) students; help in the middle of the year due to population changes.

Upcoming I.H.S. activities:

- Mar. 20 - cultural festival; talent show with students
- Apr. 3 - career day
- Family activities later in the year

B. Employee Recognition: Provo Way Award Recipients

Presented by Charity Williams

William Wainright - 1st grade student at Wasatch
 Marianne Daino, Independence/East Bay Post High Teacher
 Melanie Bliss, Slate Canyon Teacher
 Angel Oyandel, Canyon Crest Elementary Custodian
 Linda Seamons, Amelia Earhart Music Teacher
 Alicia Hickman, Spring Creek Elementary PTA President
 Julie Rash, Board President
 Pat Gerstner, THS Teacher/Librarian
 Brigida Weiss, THS Library Aide
 Roy Edwards, School Resource Officer (SRO), Provo High

C. Public Input

Mason Banks, Centennial Middle School Student
 Scout troop wants to clean graffiti off of the Brady Shack at Centennial. Mason will speak with Principal Mitch Swenson about making the appropriate arrangements.

Dennis Levi, Centennial Middle School Student
 Scout troop requested the Centennial softball field be remodeled. It needs sand and to have the grass cleared at the baseline. Supt. Rittel will confer with Facilities Director Mark Wheeler and Centennial Principal Mitch Swenson.

4. Business Items

A. Approve Student Travel Requests

I move we approve the student travel requests, noting any exclusions, modifications or stipulations as outlined in the study session.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

B. Approve Policy 3510 Student Activities

"I move that we approve new policy 3510 Student Activities".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Shannon Poulsen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

C. Approve Policy 4025 Instructional Resources: Copyrighted Materials

"I move that we approve new policy 4025 Instructional Resources: Copyrighted Materials".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

D. Approve Policy 4405 State Testing Opt-Out

"I move that we approve new policy 4405 State Testing Opt-Out".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Michelle Kaufusi, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

E. Approve Policy 4331 Controversial Issues and Guest Speakers

"I move that we approve new policy 4331 Controversial Issues and Guest Speakers".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

F. Approve Policy 5060 Student Teachers and Interns

"I move that we approve new policy 5060 Student Teachers and Interns".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

G. Approve Policy 6211 Purchasing Card

"I move that we approve new policy 6211 Purchasing Card".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

H. Approve Policy 7210 Regulation of Dangerous Weapons on School Grounds (Guests)

"I move that we approve revised policy 7210 Regulation of Dangerous Weapons on School Grounds (Guests)".....(and if applicable: "with the agreed upon language changes that occurred during the board's study session.")

Motion by Michelle Kaufusi, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

I. Approve Large Purchases/PHS Architect Fee

I move we approve the 5% fee for architect services related to the Provo High School rebuild.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

J. Approve Budget Increase

I move we approve the budget increase of \$130,000 for At-Risk program salaries, and the requested budget increase of \$2.8 million for enrollment increases at E-school, as discussed in the study session.

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

5. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

B. January 13 Study Session & Business Meeting

Resolution: I move we approve the board minutes as part of the Consent Calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

C. January 20 Joint Meeting with State Legislators

Resolution: I move we approve the board minutes as part of the Consent Calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

D. January 30 Board Retreat

Resolution: I move we approve the board minutes as part of the Consent Calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

E. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

F. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

G. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

H. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

Motion by McKay Jensen, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray

6. Board Member Reports

A. Member Marsha Judkins

Reported on her role as a member of the district SLO Technical Assistance Team (STAT)

7. Superintendent's Report

A. Approved Student Travel

Additional Item:

- Becky Thomas has been named the new principal at Westridge Elementary School. She is retaining her position as STEM coordinator/facilitator through the 2014-2015 school year. Former elementary principal and retired Nebo Superintendent Chris Sorenson will serve as the interim principal and mentor for Ms. Thomas.

8. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by McKay Jensen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen

Not Present at Vote: Taz Murray